



STORY COUNTY
invites applications for the position of:

Appraiser II

SALARY: \$21.63 - \$27.88 Hourly
 \$1,730.77 - \$2,230.77 Biweekly
 \$3,750.00 - \$4,833.33 Monthly
 \$45,000.00 - \$58,000.00 Annually

OPENING DATE: 09/03/14

CLOSING DATE: 10/02/14 05:00 PM

SUMMARY DESCRIPTION:

The job duties for the position of appraiser entails the listing and inspections of land, buildings and improvements, both interior and exterior, for the valuation of agricultural, residential and commercial property for assessment purposes. The individual must be able to utilize public relation skills to assist the public or property owner by answering questions regarding the appraisal and assessment process.

JOB DUTIES/RESPONSIBILITIES:

Inspects buildings and improvements, both interior and exterior, during all phases of construction. Measures, lists, and verifies all relevant data to property.

Appraises property (building and land) in accordance with prescribed procedures, correlating estimates made by recognized methods to arrive at valuation.

Establishes values using standard assessment techniques, according to Iowa Real Property Appraisal Manual and enters information in appraisal CAMA software.

Determines assessed property values and monitors changes for real property throughout county.

Maintains, updates, and audits appraisal software for valuation, property changes, permits, and reconciliation.

Participates in development and implementation of procedures for all cycles of revaluation.

Assists with operation of Board of Review. Provide appraisal analysis and related support to Board of Review.

Provides answers to inquiries regarding assessments and legal descriptions; researches possible errors and discrepancies. Responds to questions by property owners by describing data and methods used to establish value.

Prepares reports summarizing permits, new construction, and other data, including exemptions.

Processes splits, combines, subdivisions, plotting laws and annexations, and coordinates with other County offices as needed Attends meetings, conferences, and workshops.

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Serves on various County committees.

May perform other duties as assigned.

QUALIFICATIONS:

High School diploma or equivalent required. Knowledge of assessment and appraisal valuation along with 3 to 5 years experience is preferred. Computer skills are required and experience with a CAMA system (Computer Aided Mass Appraisal System) is preferred.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.storycountyia.gov>

Position #ASSES-1
APPRAISER II
AW

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